



**Tillamook Urban Renewal Agency**  
**210 Laurel Avenue**  
**Tillamook, Oregon 97141**

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**TURA Meeting**  
**Thursday, January 14<sup>th</sup>, 2010**  
**5:30 P.M.**

**Board Members present:**

Don Hurd: Chairman  
 Suzanne Weber  
 Sean Lambert  
 Aaron Zimmerman  
 Carolyn Decker  
 Alene Allen

**Staff Present:**

Mark Gervasi: City Manager  
 Debbi Reeves: Administrative Assistant

**Guests/Public:**

Doug Henson

**Chairman Don Hurd** called the meeting to order at 5:30 P.M. Roll call was taken by **Reeves**.

**Chair Hurd** brought up board policy and concerns about public issues and discussed **Allen's** letter to the editor of the Headlight Herald several weeks ago. **Allen** had expressed her personal opinion on road conditions near TBCC. The Board discussed sidewalks, curbing and public opinions. **Zimmerman** gave his thoughts on the issue as well as **Weber**. **Hurd** asked the Board members to carefully express their personal opinion in public while on the TURA Board as the TURA will be dealing with many local entities in the future. There was a brief discussion.

**Reeves** explained the minutes from the December 10<sup>th</sup>, 2009 meeting were approved by board email poll on December 21<sup>st</sup>, 2009 as approved minutes were needed to proceed with the land purchase contracts on the **Cameron** and **Kimmel** properties with TLC Federal Credit Union (TLC FCU). There was a minor correction made and the minutes were then approved as corrected. Copies of email polls are included in the record.

- **Weber** voted to approve the minutes from December 10<sup>th</sup>, 2009 as corrected. **Decker** voted to approve. **Allen** voted to approve. **Zimmerman** voted to approve. The motion carried.

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**Agency Board Members:**

Don Hurd: Chairman; Vice Chair; Suzanne Weber  
 Board Members: Carolyn Decker; Sean Lambert; Aaron Zimmerman; Alene Allen  
 City Administrator: Mark Gervasi, Staff: Debbi Reeves

**Hurd** asked if anyone had questions about the list of bills. **Reeves** explained the invoice list included payments on the land purchases and payment in full of the line of credit with TLC FCU on December 21<sup>st</sup>, 2009, which had been approved by the board at the December 10<sup>th</sup>, 2009 meeting. The list also included a disbursement from the Contract Committee on December 23<sup>rd</sup>, 2009. There being no questions:

- **Weber** made a motion to pay the list of bills as presented. The motion was seconded by **Decker**. Ayes were received by all members present and the motion passed unanimously.

**Hurd** asked **Reeves** if there was anything on the Financial Report that needed explanations and there were none.

- **Weber** made a motion to approve the Financial Report as printed. **Hurd** seconded the motion. All board members voted in approval and the motion carried.

**Hurd** asked if there was any Public Comment from the audience on Non-Agenda items and there was none.

The first item on the agenda was reappointment of Board members **Lambert** and **Allen** for 4 year terms 2010-2014.

- **Hurd** made a motion to reappoint **Sean Lambert** to Board Position #3 for 4 years 2010-2014. **Weber** seconded the motion. When asked, **Lambert** stated he would remain in the position. **Hurd** called for the vote and ayes were received by all board members present. The motion passed unanimously.
- **Decker** made a motion to reappoint **Alene Allen** in Board Position #5 for 4 years 2010-2014. The motion was seconded by **Weber**. **Allen** would like to stay on the TURA board. **Hurd** called for the vote and all board members seated voted unanimously. The motion carried.

The Election of Board Officers was next on the agenda. **Hurd** mentioned he would like to remain Chairman if the Board was in agreement.

- **Weber** made a motion to nominate **Hurd** as Board Chairman. **Allen** seconded the motion. **Zimmerman** motioned to close the nominations. **Allen** seconded the motion to close nominations. **Hurd** asked for any discussion. With no discussion he called for the vote. Ayes were received by all members present therefore the motion carried unanimously.
- **Hurd** made a motion to nominate **Weber** for Vice Chairman. **Allen** seconded the motion. **Hurd** asked for discussion. There was none. He

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called for the vote and ayes were received by all Board members seated. The motion passed unanimously.

**Hurd** asked **Reeves** to explain the US Bank situation and what can be done to eliminate future issues when disbursing funds. She explained that in December when the land transactions were happening, monies had to be transferred from the LGIP (Local Government Investment Pool) account to the checking account. Checks were issued to TLC FCU and went through the checking account before the transfer had been completed. **Reeves** is disbursing funds, Board members are signing checks and **Baertlien and Phegley** CPA's are making the transfers of funds and reconciling the checking account. **Reeves** explained she would like to be able to inquire on the checking account to know the balance and what checks have or have not cleared and online banking would be the easiest way. There was a discussion about the US Bank checking account and online banking. **Zimmerman** felt there was not enough restriction with online banking. The Board would like **Reeves** to see what other options might be available for balance inquiries and other inquiries and see if restrictions can be placed on online banking access. **Reeves** will bring the information back to the board at the next meeting.

Standing Committees were the next discussion. **Reeves** mentioned the list included in the meeting packet was updated with names of Board members who were on each committee. **Decker** asked **Hurd** when the Streetscapes Committee would be meeting. **Hurd** will speak with **Connaughton** again and see if something can be set up.

The Board discussed the 1<sup>st</sup> Street Parking lot and the designs presented by **Larry Abell** and costs. **Decker** likes the proximity to the Public Market. **Gervasi** explained a decision would need to be reached about the interim usage of the lots as well as liability and the standing water. He will talk with **Jon Williams** of the Street Department about stripping and improving the lots. He also thought the TURA may want to think about rental spaces. **Zimmerman** mentioned the group had never discussed paid parking. There was a discussion about employee parking and free parking. **Weber** would like to have the lots leveled, paved and stripped and then decide how to handle the parking. **Allen** brought up RV parking. **Weber** mentioned the gravel lot is a safety hazard. **Hurd** would like the Board to think about options and that estimates will be needed. **Lambert** and **Weber** both agreed the lots need improvement. **Zimmerman** mentioned parking in the downtown area is an ongoing problem. **Hurd** said an estimate is needed for basic standards of a parking lot. **Decker** asked if there would be a site plan review by the Planning Commission. Drainage issues were also discussed. The Board agreed they would like to make the parking lots functional with the least amount of costs. **Gervasi** will speak with **Williams** and **Sullivan** and bring their recommendations to the next meeting.

**Hurd** mentioned a TURA Volunteer application had been received by **Nick Hahn**. **Decker** will be renting her house soon and would like to remain on the TURA Board after she resigns from City Council. Since she has been on the TURA Board since the beginning and has indepth knowledge of TURA it would be good to retain her. **Hurd**

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asked **Reeves** to send letters to the recent applicants thanking them for their interest.

**Hurd** commented on the recent land purchases. **Decker** spoke with **Mel Kimmel** regarding upgrades on his building and he is planning to move on this soon. **Zimmerman** would like the façade loans mentioned to him. **Hurd** would like a letter drafted to the **Kimmel** family regarding the recent transaction and the façade possibilities.

**Hurd** updated and report to the Board on the 101/Hwy Stakeholders meeting that was held on January 13<sup>th</sup>. TURA may be able to help in some way with relocations and remodeling. **Senator Betsy Johnson** is a great advocate for Tillamook County. There is a meeting with the property owners on January 15<sup>th</sup>. **Gervasi** will get the Board a list of property owners involved. **Zimmerman** asked if the plan would affect Hoquarton Park and **Gervasi** thought it might impact the parking area.

**Lambert** did not have an update on the Hoquarton Park application. **Hurd** would like a letter sent to the committee with a follow-up on the letter from PUD and the types of lights and poles. **Hurd** thought that at this time maybe a few lights should installed on a trial to see how they hold up. **Reeves** will draft up a letter to the committee.

**Zimmerman** will draft a letter regarding the **Dixon** façade application. The **Dixon** building is not on the National Historical Registry but is on the County Historical Society list. There was a discussion on how to get business owners notified of façade loans.

**Hurd** gave an update on the **Janac** building project. The electrical will begin on Monday, January 19<sup>th</sup>. **Janac** thought he would be able to meet the 3/1/2010 deadline. **Hurd** explained what had happened with the electrical bids. The permit to bore under the street for the water lines has not been completed. The board discussed all of the things happening with the building and the Public Market issues. **Doug Henson** spoke to the board about issues the 2<sup>nd</sup> Street Public Market is dealing with at this time and his thoughts about the project. There was a discussion about venting for the food vendors. **Hurd** will speak with **Janac** about all of **Henson's** concerns. **Zimmerman** will check into who is the owner of items attached to the building.

**Lambert** reported the Contract Committee met on December 23<sup>rd</sup> and disbursed funds to **John Janac**. A letter was also sent requesting proof of payment. **Reeves** reported no proof of payment has been received and that the ODOT permit had not been obtained yet as far as we know. **Gervasi** mentioned there had not been any notices of intent to place lien. **Zimmerman** would like to see receipts for all down payments TURA paid out on.

**Gervasi** will speak with **Sullivan** regarding the 3<sup>rd</sup> Street project and report back at the next meeting. The estimate will be updated and drainage will be looked at closer.

**Gervasi** mentioned the City Council had accepted the **Schmidt** property and he is

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working on details.

**Gervasi** explained the Phase 1 Environmental Study on the **Kimmel** property and the recommendations from **Erik Anderson** of **Anderson Geological**. **Anderson's** recommendation at this time is that a Phase 2 study should not be necessary for a parking lot. **Zimmerman** has questions about parking lots and future usage. There was a brief discussion.

Chair **Hurd** announced the meeting would adjourn into Executive Session per ORS 192.660 (2) (e) regarding Real Property Transactions at 7:00 pm. He read the Executive Session script.

The regular meeting reconvened at 7:15 pm.

- **Hurd** made a motion to instruct **Decker** to obtain an appraisal of the Beals Building. Weber seconded the motion. **Hurd** asked for discussion. **Decker** and **Allen** asked if the walk through should take place before the appraisal request and it was decided the walk through will take place first. **Hurd** asked for a vote on the motion. Ayes were received by all board members seated and the motion passed unanimously.

**Reeves** will get the address and phone number of the building owner to **Decker**.

With no further business, next meeting date of January 28<sup>th</sup>, 2010 was announced. The meeting was adjourned by **Hurd** at 7:18 pm

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:

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Don Hurd – Chairman